



**CONFIGURATION MANAGEMENT**  
**SOFTWARE AND DOCUMENTATION**  
**DELIVERY REQUIREMENTS**

**Version 2.0**

24 April 1997

Defense Information Systems Agency  
Joint Interoperability and Engineering Organization  
Operational Support Facility  
Configuration Management Division  
45335 Vintage Park Plaza  
Sterling, Virginia 20166-6701

## Signatures

SUBMITTED BY:

DISA/JIEO/JEJ:

ELLIS K. CONOLEY  
Colonel, USAF  
Deputy Commander  
Operational Support Facility

# **CONFIGURATION MANAGEMENT SOFTWARE AND DOCUMENTATION DELIVERY REQUIREMENTS**

## **Table of Contents**

1	Purpose .....	5
2	Delivery Letter Requirements .....	5
3	Documentation Requirements .....	7
4	Segment Specifications .....	8
5	Delivery Instructions .....	9
	Appendix A: Delivery Letter Template .....	10
	Appendix B: Applications Delivery Checklist .....	13

Note: Questions concerning this document should be addressed to DISA/JIEO/JEJ, ATTN: Configuration Management Division, at the address shown on the front of the document. The Configuration Management Division can also be reached via Internet at [cm@ncr.disa.mil](mailto:cm@ncr.disa.mil), or SIPRNET at [cm@osf.disa.smil.mil](mailto:cm@osf.disa.smil.mil).

Intentionally Left Blank

# **CONFIGURATION MANAGEMENT SOFTWARE AND DOCUMENTATION DELIVERY REQUIREMENTS**

## **1 Purpose**

The purpose of this document is to define the process and material requirements for contract deliverables to be made to the Defense Information Systems Agency (DISA), Configuration Management (CM) Division.

It supersedes all previously issued related documents and memorandums.

Please note segments should be registered and engineer approved prior to scheduling a delivery meeting.

## **2 Delivery Letter Requirements**

A delivery letter shall accompany all deliverables. It shall provide sufficient and complete data to allow future cross-reference for tracking and evaluation of products being delivered. All delivery letters shall follow the format identified in Appendix A and address the following:

Entries to include the subject matter of the delivery, that is, what is being delivered. Include the formal segment name, version number, material date (date of creation), applicable hardware and operating system required, (if applicable to more than one platform {i.e., Solaris 2.4 and 2.5.1}, that should be noted) and the program for which the software is intended (e.g., DII/COE, GCCS). The size of files on the media needs to be identified also. The format of data contained on the media needs to be specified (i.e., a MakeInstall segment format or a tar file format). The hardware is not needed for DII COE deliveries though the binary compability is required for kernel deliveries. Client and server segments should be placed on separate tapes. Each platform should also be on a separate tape.

Specify any previously delivered material(s) that are superseded by this delivery. That is, if the newly delivered material replaces previously delivered material, the delivery letter shall explicitly identify that superseded material, including a reference to the delivery letter that accompanied the now superseded material.

If there are any licenses required to use the software (e.g., Commercial Off-The-Shelf [COTS] software), those licenses shall be identified, along with the vendor name and contract source for procurement. Two licenses should be included for every new segment requiring a license to allow for integration and QA testing. Third party software such as "Freeware" or "Shareware" not requiring a license, shall be identified along with the developer name and address.

Specify any previously delivered material(s) required to use the newly delivered material. For example, if ACME\_APP 1.0.0.0 requires ACME\_DB 1.0.0.0 to install and operate properly, then the delivery letter shall so state.

The delivery letter shall include a short description of the software functionality. Include a specific reference to and an attached copy of the requirement(s) that resulted in the product delivery. Requirements shall be taken to mean those needs identified by contractual obligation, user request, updates, and correction of problem reports. In the event there is no documented requirement (i.e., the developer has added functionality or corrected problems on his own initiative), the developer shall explicitly so state and provide the reason(s) for such action. If the delivery responds to any Problem Reports, the delivery letter shall identify by reference number those reports closed with the delivery and the corrective action taken to fix the problem(s).

Specify any special build handling instructions

The delivery letter shall include a discussion of Year 2000 compliance status, to include:

1. Is the segment Year 2000 compliant. If not, when will it be compliant. Year 2000 compliance is defined as the segment delivered shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the 20th and 21st centuries, including leap year calculations.
2. A short description of the process used to determine compliance.
3. What other segments does this segment interface with and pass or accept date information? Is the date info passed in the DOD standard date format for year 2000 compliance YYYYMMDD? If not, can this be corrected?

Submitted documents shall be identified in the delivery letter. Indicate if the documents are change pages or a complete set of documentation. Software redeliveries shall include new or changed documentation. This too shall be identified in the delivery letter. If there is no new or changed documentation, the delivery letter shall so state. When referring to the previously delivered documentation, include the CM number assigned, document title, first release date, and any change dates if applicable. The following is an example document citation:

CM-000-00-00, GCCS User's Manual, 1 Oct 90, Change 1 (31 Dec 91, CM-000-00-01)

See *Documentation Requirements* for more guidelines.

There are certain items that must be included in the release bulletins which accompany software releases. If there are particular users to which the software applies, the delivery letter shall identify those users. Warning information, including deinstallation of old versions, anything needed to install and use the software, known software or configuration combinations which have a high probability of error, and any other useful installation information shall be specified.

The delivery letter shall state whether or not the software has been successfully installed and deinstalled with the appropriate baseline in the Operational Support Facility lab, and any problems known to the developer which should be described in detail in the VDD . Developers must ensure

such problems are entered into the Configuration Management database as Global System Problem Reports (GSPRS). If the delivery is a supersession, the reason for change must be stated.

The delivery letter shall include the name, telephone number, facsimile number, and e-mail address of the developer, the developer's government point of contact, and the COR should anyone have questions about the delivery.

Finally, the delivery letter shall include comments by the developer. Comments include, but are not limited to, identification of the contract number, task number, delivery order number and Contract Data Requirements List (CDRL) number. If the developer knowingly omits something from the delivery, the delivery letter shall identify the item(s), the reason for omission and the expected compliance date. If there are specific release restriction instructions, the delivery letter shall so state.

### **3 Documentation Requirements**

Deliveries of software must be accompanied by the associated documentation as required by contract. This is an absolute minimum requirement for first-time deliveries.

The developer shall provide two (2) camera-ready (unbound) hard copies of the complete set of documentation that supports the system software delivered. The developer shall also provide one (1) electronic copy of each document, with one (1) document per diskette (for cataloging purposes). All documentation shall be submitted in WordPerfect 6.x (.WPD) or MS Word 6.x (.DOC) for PC or DOS, or Rich Text Format (.RTF). Documents created on the Macintosh platform will not be accepted. Additional soft copies of each document in Hypertext Markup Language (.HTML) format is optional. Self-extracting files (.EXE) are permissible provided they comply with previously stated guidance. Include a file called *toc.ascii file, e.g. toc.asc* on each disk contents by path, filename, and a brief description for each entry. All graphics shall be in Graphics Interchange Format (.GIF) or Joint Photographics Expert Group (.JPEG).

For soft copies, each diskette label shall contain, at a minimum, the document title, version number, material date, format, filename, word processor (identify manufacturer and version), and compression utility used (if applicable). If there are special decompression instructions, they must be included on the disk in a separate file in ASCII format (e.g., *readme.txt*). Within the scope of the contractual obligations of the developer, the following listed documents are needed for GCCS or DII COE processing:

**Version Description Document (VDD):** Document which identifies and describes the hardware, software, and documentation baseline of the application, to include a list of known problems and fixes.

**Software Requirements Specification (SRS):** Document describes the overall design of the automated system. Sufficient detail should be included to explain the flow of data external to the computer programs, the file designs, and how all automated systems parts are related.

**Database Design Document (DBDD):** Document contains a description of the database design, record descriptions, creation parameters, data organization, internal file relationships, and other details relating to the database design.

**Operator's Manual (OM):** Unless software deliverable is an incremental update with no new or changed functionality, the document will provide instructions on use of functionality. System administration shall be covered in a separate document.

**Software Test Plan (STP):** Document which describes the test and acceptance procedures agreed to by the users of the system.

**Software Test Description (STD):** Test cases and test results with sufficient detail to permit independent testing. In addition to the above referenced documents, software deliveries shall also include all script files i.e., files containing operating system commands) along with other electronic tools used to accomplish fielding of the software. Delivery must include an unclassified test database ready for testing or an unclassified file containing data for database initialization.

**System Test Report (STR):** Document contains the package of materials required to evaluate the system tests.

**Installation Procedures (IP):** Specific detailed description step-by-step to install the system and its hardware/software requirements.

**System Administrator's Manual (SAM):** Specific guidance for the system administrator.

**Software User's Manual (SUM):** Specific guidance for the user.

Lastly, developers shall include two (2) copies of the completed Application Delivery Checklist (see Appendix C) for each segment delivered.

#### **4 Segment Specifications**

**All segments shall be created using the relative tar pathing method.** Each delivery of electronic media shall include on the hard copy the exact command string entered for its creation, identification of the machine and operating system used to create the electronic media, and the command string needed to extract the files. Tar strings shall always be performed at the (.) level so that the files may be restored anywhere. If the electronic media contain multiple tars, there shall be a hard copy of the script used to create it. Do not deliver segments created with the MakeInstall tool. Segments shall have been verified by VerifySeg prior to tape creation, and the verified segment shall be used. The making of installable segments using the MakeInstall tool will be done by CM staff.

Tar size for initial deliveries shall not exceed 800Mb. Any segment exceeding 800 MB in size almost certainly can be decomposed functionally into several smaller segments. Subsequent patches shall not exceed 20Mb. If a patch contains more than 20 MB of replacement code, the segment will be re-delivered *in toto*. If you anticipate less than 20 MB of replacement code, then



the segment will be a patch. Violation of either of these rules requires prior approval of the Configuration Manager.

The developer shall supply one master and one backup copy on appropriate electronic media. For example, appropriate media for SUN platforms is 8mm data tape, HP platforms is 4mm data tape, Windows NT is 3.5" diskette or CD ROM. External volume labels shall be typed or printed legibly with the following information: software name, version or patch identifier, media number (1 of 2, 2 of 2), master or backup copy, date of creation and procedure used to create media, hardware and operating system, and security classification. Additionally, external labels shall reflect the contents of the media it is labelling. For example, if the external label says ACME\_APP 1.0.0.0, then that shall be the segment that is contained within the media. Files, segments, scripts that are contained within the media that do not reflect the external label will be rejected.

Refer to the Defense Information Infrastructure (DII) Common Operating Environment Integration and Run-time Standard (CM#LL-400-01-01 and LL-400-01-02) for DII version numbering. It is on the DII Home Page and is available for downloading.

The following is an example of a properly designed external media label (tape, diskette, CD ROM, etc):

<b>Classification</b>	<b>Date</b>
<b>Delivery Name</b>	<b>Version</b>
<b>Tape Number</b>	<b>Type (e.g., MASTER)</b>
<b>Operating System (Sol 2.5.1, HP AX 9.07, Windows NT 3.5.1, etc)</b>	
<b>Hardware Platform (Sun Sparcs, Sun UltraSparcs, HP 750 family, etc)</b>	
<b>Operational System (DII COE, GCCS, GCSS, EC/EDI, etc)</b>	

Internal media labels shall contain the same information.

## **5 Delivery Instructions**

Deliveries shall be scheduled through the Configuration Manager at least one (1) business day in advance. When setting up the delivery appointment, please have available the segment or patch name, operating system, version number, and superseded version number to expedite the scheduling process. All deliveries must be made to Chief, Configuration Management Division. See Appendix A for proper addressing format.

Deliveries not made in accordance with this document are subject to being immediately rejected by CM.

## APPENDIX A: DELIVERY LETTER TEMPLATE

Date:

To: Defense Information Systems Agency (DISA)  
Joint Interoperability Engineering Organization (JIEO)  
Operational Support Facility (OSF)  
Chief, Configuration Management Division  
45335 Vintage Park Plaza  
Sterling, VA 20166-6701

From:

Subject: Delivery or Redelivery of [Segment] Version No. [Separate delivery letter should be written for each segment.]

1. Letter accompanies:

- A. Acceptance Checklist dated: [day, month, year]
- B. Formal delivery name:[Client, server or both; Soft copy stamp and tape label must match]
- C. Version number is:[Soft copy stamp and tape label must match]
- D. Material date is:[Soft copy stamp and tape label must match]
- E. Hardware and OS are: Solaris 2.5.1, HP AU 9.07, SGI IRIX 4.2, etc]
- F. Software is intended for: [program name(s) e.g., DII COE, GCCS, GCSS]

2. This submission supersedes the following software:

3. List COTS embedded in segment: [Provide as attachment two licenses for DISA OSF testing for each].

4. The submission is dependent on the following software to be installed:

5. A short description of the software functionality is:

6. This submission includes changes/fixes to: [to include description of change/fix]

- A. GSPRs
- B. CRs
- C. PRs

7. Documentation submitted with this software includes:[Segments, Patches, or Databases, and documentation previously delivered which pertains to this product.]

8. Regarding Release Bulletin Information:

- A. User Site(s) that this segment applies to: e.g., Database sites only, Non Database sites, All Sites, Single Service Sites

B. Warning information about this release:

- (1) Must old versions be de-installed before installing the submission?
- (2) What special information is needed to install and use this software?
- (3) Known software or configuration combinations which have a high probability of error:
- (4) Others (list)

9. Known problems:

10. Release restrictions:

11. DII COE Compliance Level (1 to 8):

12. Your Government COR/POC \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_

13. Developer comments:

A. Contract Number, Task Number, and CDRL Number:[N/A if not appropriate]

B. Conditional submissions etc.[Item, Reason, Expected Compliance Date, etc.]

C. Other Comments:

14. This letter certifies that the segment delivered is compliant with "Year 2000" requirements and can transition dates, without software modification or operator intervention, from year 1999 to 2000 with full software functionality.

## **APPENDIX B: APPLICATION DELIVERY CHECKLIST**

## Application Delivery Checklist

**Please complete this checklist and submit two (2) copies with each segment or patch.**

Formal segment name: \_\_\_\_\_

Version: \_\_\_\_\_ Material Date: \_\_\_\_\_ Hardware/OS: \_\_\_\_\_

<b>“T” or N/A</b>	<b>Item</b>	<b>Comments</b>
	<b>Delivery Letter</b>	
	<b>List of Required COTS Licenses</b>	
	<b>Version Description Document (VDD) - 2</b> Hard/1 Soft Copies	
	<b>Software Requirements Specification (SRS) - 2</b> Hard/1 Soft Copies	
	<b>Database Design Document (DBDD) - 2</b> Hard/1 Soft Copies	
	<b>Operator’s Manual (OM) - 2</b> Hard/1 Soft Copies	
	<b>Software Test Plan (STP) - 2</b> Hard/1 Soft Copies	
	<b>Software Test Description (STD) -</b> 2 Hard/1 Soft Copies	
	<b>System Test Report (STR) - 2</b> Hard/ 1 Soft Copies	
	<b>Installation Procedures (IP) -</b> 2 Hard/1 Soft Copies	
	<b>System Administrator’s Manual (SAM) -2</b> Hard/1 Soft Copies	
	<b>Software User’s Manual (SUM) -</b> 2 Hard/1 Soft Copies	
	<b>SgDescrip Directory Printed Output</b>	
	<b>Release Restriction Instructions</b>	
	<b>Two (2) copies of segment or patch</b>	
	<b>Virus Scanned - What SW was used</b>	
	<b>Year 2000 Compliant</b>	
	<b>Media Label:</b> Name & Version Number Media #      Master/Backup Date of Creation Procedure Used to Create OS Hardware platform Security Classification  Information matches internally, externally, and delivery letter	